

## KITSAP COUNTY CLASSIFICATION DESCRIPTION

**TITLE:** COURT SERVICES OFFICER - NON-OFFENDER AND OFFENDER SECTIONS

**DEPARTMENT:** Juvenile

**REPORTS TO:** Depending on Area of Assignment: Non-Offender Services Manager or Offender Services Supervisor or Manager

### GENERAL STATEMENT:

Performs professional court services work to provide statutory and support services for the Superior Court, Juvenile Department, in the areas of Family Court, domestic relations, dependency proceedings, At-Risk Youth, Children in Need of Services (CHINS) matters, compulsory school attendance matters, offender intake, diversion, and offender supervision. Provides probation counseling, investigating and monitoring casework, and alternate detention services for juveniles and/or families referred to the Court.

Court Services Officers may work as members of a team, or independently, but are individually responsible for their recommendations and the exercise of their judgement. Work is performed with limited supervision after the initial training period and the employee has relative independence and latitude for exercising independent judgement and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by supervisor for accuracy of professional judgement and compliance with established goals and policies and evaluated through conferences, reports and results obtained.

**ILLUSTRATIVE EXAMPLES OF DUTIES:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

### Essential Job Functions:

Reviews and evaluates assigned cases and petitions. Inquires into the nature of the case issues. Identifies sources of information and initiates inquiries. Determines if case and/or petition is reasonably justifiable and sustainable. Formulates response plan and recommendations regarding disposition of case referrals.

Conducts Pre-Sentence investigations, "serious crime" investigations, restitution investigations and other investigations as requested by the Courts, or as necessary for preparing case disposition. Develops background information, contacting family members, witnesses, employers, school officials, law enforcement agencies, and other appropriate parties for information. Compiles and analyzes information, submitting detailed recommendations regarding case disposition.

Prepares Pre-Sentence reports or other dispositional reports, for the Court. Appears in Court to testify or present findings and/or offer dispositional recommendations to the Judge. May recommend termination or extension of probation or dependency proceedings for the termination of parent/child relationships.

May act as Guardian ad Litem (GAL) or custody investigator in dependency actions or Superior Court matters, such as dissolutions, non-parental petitions for custody, paternity, domestic violence and adoptions. Assesses family relationships and parenting abilities. Makes recommendations to the Court as to the child's best interest, striving to establish a permanent plan of care for children under the jurisdiction of the Court.

May supervise a caseload of adjudicated youthful offenders to assure compliance with Court-ordered obligations, including restitution, community service and/or detention time served, participation in Court-ordered treatment programs and any other conditions of each Judgment and Sentence. Informs clients of Court requirements and facilitates offender in meeting each condition.

May evaluate and screen police reports for prosecutorial merit in deciding which offenders should remain in custody or be released. Completes "in-house" diversion when appropriate, in lieu of filing formal charges and entering into formal Court proceedings.

Prepares case files, sets hearing in a timely manner and notifies parties of their rights and Court process. Assures all legal documents are prepared and filed in a timely manner. Provides counsel with initial discovery and/or may conduct probable cause, detention, and/or arraignment hearings and dispositions. Prepares prosecutorial files and may prosecute misdemeanor cases at trial for those that go to trial. Dictates and prepares all Orders entered by the Court at each hearing, as it relates to each specific assigned case.

Provides counseling to clients and families, including problem-solving and motivating participation in positive activities, assessing skills, problems, physical and mental health, and any other dysfunctions. Refers to appropriate community agency or resource for additional assistance to alter and improve the client's situation.

Compiles, analyzes, and maintains complete, detailed, and accurate records of contact and information obtained relative to each individual case and assessment referral.

Serves as a resource and provides training or work direction to case monitors and volunteers providing support services in juvenile cases.

Responds to inquiries, complaints, emergencies, or requests for information regarding area of assignment from other departments and the general public, providing information within scope of knowledge and authority, or refers to appropriate individual.

Participates in the development, monitoring and evaluation of subcontracted programs and services and in the development and coordination of additional community resources and services for assigned programs. Identifies problem areas in existing programs and recommends improvements. Represents the Court services office in the community, serving on various task forces and other committees as appropriate and acting as liaison with law enforcement agencies, prosecutor's office, schools, and other community resources and agencies.

Performs other related duties as assigned; may be assigned to special projects.

### **WORKING CONDITIONS:**

The work is performed in an office environment or making client visits. Applicant will be required to work irregular hours and possibly irregular days. On-call responsibility 24 hours per day.

### **PHYSICAL ACTIVITIES:**

Adequate vision is required to assess living environment. The ability to communicate effectively on the telephone and in-person is required. Exposure to physical hazard may occur occasionally when dealing in highly emotional and stressful situations with clients who may have a potential for violence.

**KNOWLEDGE & ABILITIES:**

Knowledge of: Philosophy and operation of the criminal justice and juvenile justice systems. Techniques and methods of client evaluation, interviewing, diagnosis, and counseling. Casework philosophy, methods and procedures. Individual family and group behavior applicable to the Court services field. Methods and local, state, federal and private program resources and agencies for treatment of dysfunctional families, substance abuse and antisocial behavior.

Ability to: Appear for scheduled work and complete assigned tasks within a reasonable period of time. Read, interpret, and apply work related laws, codes, ordinances, and other regulations and guidelines governing work assignments. Effectively evaluate and develop and guide execution of effective plans and programs for the social rehabilitation of juveniles. Conduct effective investigations, analyze findings, and prepare recommendations for the court. Effectively coordinate and utilize available resources and services in connection with a rehabilitation plan. Prioritize and organize work assignments effectively. Communicate detailed information and recommendations effectively, both orally and in writing. Establish and maintain effective working relationships with clients and their families, attorneys, law enforcement personnel, other agencies, co-workers, and the general public. Prepare detailed and summary reports of activities. Provide training and work direction to others. Supervise a heavy case load and cope with interruptions and crisis situations.

**QUALIFICATIONS:**

Bachelor's degree in criminal justice, social or behavioral sciences, or closely related field, and three years of progressively responsible experience in social work, court services, probation, or counseling, preferably working with juveniles; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

**LICENSES, CERTIFICATES & OTHER REQUIREMENTS:**

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

Must be able to meet all traveling requirements of the position. If utilizing a personal or County owned vehicle in the performance of County work, must possess and maintain a valid Washington State Driver's License and the appropriate amount of automobile insurance.

Persons filling this position must satisfy the training requirements established by RCW 43.101.220 and the Criminal Justice Training Commission.

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